

Instructions for Submitting a Proposal to the
Wisconsin Habitat Partnership Fund
Request For Proposal # 18-097-08

The Wisconsin Habitat Partnership Fund offers a great opportunity to those interested in improving Wisconsin's wildlife habitat and increasing public access for hunting, trapping, and wildlife viewing opportunities.

With a good project and a little attention to detail, you'll be on your way to submitting your proposal for funding consideration. Although there is more than one way to submit your proposal, this short instructional document is intended to walk you through one approach to submission. Let's get started.

- 1) The first step is to read the **Program Guidance** document, which contains detailed information about the rules and requirements of the program, and serves as a companion to the proposal. Understanding the requirements of this program will help ensure a competitive proposal is submitted.
- 2) Once you've read the Program Guidance and understand the program requirements, it's time to start filling out the **Project Proposal** document. This document is a fillable/savable PDF that can be completed over time. We recommend that you download the document and save it to your computer. When you have completed the proposal document, you will upload the document as part of your proposal packet.
- 3) In Section 1 of the proposal document, respondents are required to enter their DUNS number. A DUNS number is a unique nine-digit business identifier. You can obtain a DUNS number, free of charge, by [clicking here](#). Complete proposals must include a DUNS number.
- 4) To be eligible for funding, respondents must submit all proposal materials through the State of Wisconsin eSupplier portal. Submitting through the portal requires two identifications: a Wisconsin Access Management System (**WAMS**) ID and a **Bidder ID**. Instructions for obtaining each piece of identification can be found on the WHPF webpage.
- 5) A complete proposal includes several documents. You will need to fill out and submit the following:
 - a. Project Proposal
 - b. Authorized Resolution
 - c. Letter(s) of Support from each partner providing match funds
 - d. DNR Biologist Letter of Support (only for projects occurring on DNR-owned lands)
 - e. Map of the project site

- 6) Submit your proposal materials by following these steps:
- a. Once you have signed up for WAMS and Bidder IDs, you're ready to submit a proposal. To locate the Wisconsin Habitat Partnership Fund RFP site, [click here](#). This takes you to the State of Wisconsin eSupplier login page. Enter your WAMS username and password and click "sign in" to access the portal and then click on "Enter Bidder Site". At this point click on "Search Solicitations" to search the site for this RFP. You can search by the RFP name, by Agency or you can use the NIGP Code assigned to this project (962-98). An FAQ on how to search the site is also available once you enter the bidder site. Once you have located the correct solicitation you may click on it and download all documents connected with this RFP (same documents as on the webpage).

Once you have located your RFP, you can submit your proposal by clicking the "Submit Online Response" button. You may submit your proposal materials, individually or collectively, at any time before the deadline. To upload proposal documents, click the green buttons under the "enter response" column that correspond to each proposal component. If you have additional proposal materials to submit (i.e., additional Letter of Support documents), you may use the "Upload File" button. Once all documents have been successfully uploaded, click the "Submit" button to submit your proposal.

Checklist of Required Actions

- ☐ Read the Program Guidance document to learn what is required to receive funding
- ☐ Download the Project Proposal (fillable/savable PDF) and save to your computer
- ☐ Obtain a DUNS number
- ☐ Sign up for WAMS and e-Supplier identifications
- ☐ Complete and submit the following documentation:
 - ☐ Project Proposal
 - ☐ Authorized Resolution
 - ☐ Letter of support for each partner providing match
 - ☐ DNR Biologist letter of support, if project will occur on DNR-owned lands
 - ☐ Map of the project site

All proposal materials must be submitted by 11:59 pm (CST) on April 6, 2018.

Questions

Questions about submitting a proposal should be directed to the Program Manager:

Phone: (920) 662-5123

Email: Ashley.Dooley@wisconsin.gov

Next Steps

Complete proposals submitted by the deadline will be reviewed by a Committee formed by the DNR. Committee members will score proposals using criteria identified in the Program Guidance. All proposals reviewed will then be ranked, in descending order, based on project score. Ranked list will be sent to the Department as recommendations of the Committee. The Department will fund projects based on rank, starting with the highest scoring project and continuing until funding is exhausted. All funding decisions of the Department are final.

Successful respondents will be notified in writing in April 2018. Successful respondents will be required to submit a completed W-9 form before the DNR can issue the Agreement document. Once the Agreement document is issued, successful respondent will have 30 days to sign and return the agreement to the DNR. Project work **cannot** begin until the Agreement document is signed by both the DNR and the successful respondent. Anticipated project start date is July 1, 2018.